

REGULATIONS FOR RENTAL OF TBD SOCIAL HALL

1. Reserve date with the office administrator by completing rental agreement and providing security deposit of \$500.00. This will ensure that date and time will be held for you. Security deposit *may not* be applied to other final payment.
2. All rental fees must be paid in full 7 days prior to the event.
3. Contact office to arrange obtaining a key fob and security code from temple office
- **It is your responsibly to ensure that building is locked and armed when your event is over.**
4. **Nothing is to be hung on the walls. No tape, pins, nails, staples etc.**
5. The reading table must remain on the raised area in the social hall.
6. No food or drink is to be taken from the social hall.
7. The library and classrooms are off limits to your guests.
8. No open flame is permitted in the social hall. No smoke machines permitted.
9. BUILDING SECURITY: Entrance and exit is from the front door only (unless there is an emergency situation, then all exits may be used).

Before leaving building please ensure that you:

1. Do a sweep of floor, empty sink of dirty dishes so that space is reasonably clean for use the following day. A complete cleanup by the cleaning service will not occur until Monday.
2. Remove any food pertaining to your event from the kitchen at the end of your event or
no later than 9:00 AM the next day.
3. Garbage must be taken outside that evening and put into dumpster adjacent to building.
4. Check all restrooms making sure windows are closed.
5. One strip of lights can be left on in social hall - otherwise turn off all lights in building.
6. Before leaving the building check all doors – **close firmly** to lock any door. Front door is locked and override is not engaged (if red light above door is illuminated, this means the door is unlocked). Back door locks when door is shut. Set security code upon exiting.
7. Your security deposit will cover any damage left after your event that extends beyond reasonable cleanup covered by cleaning fee.
8. A fee of \$25 will be deducted from security deposit if key fob is not returned.

Thank you for your kind consideration when using the Temple building.